

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) DEMIER-RUBEN, ANA C.	2. Social Security Number (b)(6)	3. Date of Birth (b)(6)	4. Effective Date 05-14-2017
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FIRST ACTION

5-A. Code 702	5-B. Nature of Action Promotion
5-C. Code N3M	5-D. Legal Authority Reg 335.102 Comp
5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number

**FINANCIAL MANAGEMENT ANALYST
14431 - 1528347**

15. TO: Position Title and Number

**FINANCIAL MANAGEMENT ANALYST
14384 - 1737248**

8. Pay Plan GS	9. Occ. Code 0501	10. Grade/Level 11	11. Step/Rate (b)(6)	12. Total Salary (b)(6)	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0501	18. Grade/Level 12	19. Step/Rate (b)(6)	20. Total Salary/Award (b)(6)	21. Pay Basis PA
12A. Basic Pay (b)(6)	12B. Locality Adj. (b)(6)	12C. Adj. Basic Pay (b)(6)	12D. Other Pay \$0	20A. Basic Pay (b)(6)	20B. Locality Adj. (b)(6)	20C. Adj. Basic Pay (b)(6)	20D. Other Pay \$0				

**14. Name and Location of Position's Organization
MD66715N82
COMPTROLLER DEPT
FINANCIAL PERS OFFERING DIRECT SUPPORT
NAVY RECRUITING CMD, MILLINGTON, TN**

**22. Name and Location of Position's Organization
MD66715N81
COMPTROLLER DEPT
FISCAL CNTRL & COMP OVERSIGHT TEAM
NAVY RECRUITING CMD, MILLINGTON, TN**

EMPLOYEE DATA

23. Veterans Preference (b)(6)	24. Tenure 1 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF (b)(6)
27. FEGLI (b)(6)	28. Annuitant Indicator 9 Not Applicable	29. Pay Rate Determinant (b)(6)	
30. Retirement Plan (b)(6)	31. Service Comp. Date (Leave) (b)(6)	32. Work Schedule F Full-Time	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied 1 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E E - Exempt N - Nonexempt	36. Appropriation Code NAVY	37. Bargaining Unit Status (b)(6)
38. Duty Station Code 471660157	39. Duty Station (City - County - State or Overseas Location) MILLINGTON / SHELBY / TENNESSEE		

40. Agency Data	41. UIC: 66715	42. ORG: N81	43. CC: G145	44. PAY OFF: CH/LOC ID:
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45. Remarks

DOD stopper list cleared 20-JAN-2017. Requisition number 7582163 NV22.

Position is at the full performance level or band

Selected from RE-17-YNN-35055S0, dated 16-FEB-2017.

RPA 17JANSEMDNV226715582163 (b)(6)

46. Employing Department or Agency Chief of Bureau of Naval Personnel (NV22)	50. Signature/Authentication and Title of Approving Official (b)(6) HR ASSISTANT		
47. Agency Code NV22	48. Personnel Office ID 2417	49. Approval Date 05-11-2017	

Date: 24 March 2017

From: N8 Interview Panel

To: Deputy, Navy Recruiting Command

Subj: SELECTION DECISION FOR FINANCIAL MANAGEMENT ANALYST,
GS-0501-12, COMPTROLLER DEPARTMENT (N8) NRC

Ref: (a) COMNAVCRUITCOM INST 12000.1

1. After careful review (i.e., resume review and interview), the following individual and alternate(s) (if possible), have been selected for subject position. Selection certificate number(s): RE-17-YNN-35055S0 & RE-17-YNN-35057S0

Primary Selectee #1: (b)(6)

Primary Selectee #2:

Alternate Selectee #1: (b)(6)

Alternate Selectee #2:

(If no alternate selectee was identified, enter reason.)

2. Per reference (a), the following certification statement is submitted:

We certify that as members of the Interview Panel, we have considered job related factors in determining the individual to be selected for subject position as well as alternate selectee's in case the primary selectee is ineligible for appointment or declines a job offer. The criteria used has been fully documented and fairly and impartially applied to all candidates for this position. We certify the Interview Panel met the following composition/duty requirements:

The Interview Panel was comprised of four voting members; the chairperson and three members.

Interview Panel members (voting members):

 Invalid signature

X

(b)(6)

Signed by: (b)(6)

(b)(6)

Signature)

(Date)



Invalid signature

X

(b)(6)

Signed by: (b)(6)

(b)(6)

Signature)

(Date)

3/27/2017

X

(b)(6)

Signed by: (b)(6)

(b)(6)

Signature)

(Date)



Invalid signature

X

(b)(6)

Signed by: (b)(6)

(b)(6)

Signature)

(Date)

BELOW TO BE COMPLETED BY NRC EXECUTIVE DIRECTOR

I approve / disapprove (circle one) the Interview Panel's selection(s).

Reason for disapproval:

(b)(6)

(S:

(Date)

27 March 2017

Consolidated Ratings

[illegible][illegible]

Consolidated Ratings

[illegible][illegible]

GS-0501-12 Financial Mgmt Analyst - Lacey	Question 1	Question 2	Question 3	Question 4	Question 5	Question 6
APPLICANTS (alpha order)						
(b)(6)						
Green, Cassandra						
(b)(6)						

[illegible]

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47. Agency Code NV22	48. Personnel Office ID 2417	49. Approval Date 05-11-2017



DEPARTMENT OF THE NAVY
OFFICE OF CIVILIAN HUMAN RESOURCES STENNIS OPERATIONS CENTER
9110 LEONARD KIMBLE ROAD
STENNIS SPACE CENTER, MS 39522-0002

May 9th 2017

Dear Ana De Mier-Ruben:

This letter is a formal job offer which confirms the tentative offer made on 04/28/2017 for the position of Financial Management Analyst, GS-0501-12 (full performance level GS-12) with the 66715 Navy Recruiting Command located in Millington, TN. This offer letter includes the final compensation package (excluding benefits) for this position. Your Promotion will be effective 05/14/2017. Your pay is set at GS-12, Step 1 for a total adjusted salary of \$72,168 (inclusive of locality pay) per annum.

This position requires the ability to obtain and maintain a Secret security clearance. Inability to obtain and maintain the required clearance level may be a cause for removal from the position.

Additional reporting day information (i.e., reporting date, time, location and map) will be provided. If you have not received this information by 05/11/2017 or if you have questions regarding the electronic completion and submission of forms, please contact (b)(6) and (b)(6) directly.

This letter serves as official notification of your selection and must be exhibited at the entrance gate or pass and ID office to gain access to the installation. I wish you the best in your new position.

Sincerely,

(b)(6)

Ana C De Mier-Ruben

(b)(6)

Day Phone: (b)(6)

Evening Phone: (b)(6)

Email: (b)(6)

Se 1

Country of United States
Citizenship:

Veterans' (b)(6)
Preference:

Highest (b)
Grade: (6)

Availability: Job Type: Permanent, Internships, Telework
Work Schedule: Full-Time

Desired US - TN - Memphis
locations: US - TN - Millington

Work Navy Recruiting Command **11/2015 - Present**
Experience: 5722 Integrity Drive Building 784 **Hours per week:** 40
 Millington, TN 38054 US **Series:** 0501 Pay Plan: GS Grade: 11
Financial Management Analyst (This is a federal job)
Supervisor: (b)(6)
Okay to contact this Supervisor: (b)(6)

Completed DoD Financial Management Certification Level 1. Received a Master of Management and Leadership with an emphasis in Human Resources Management from Webster University. As a Financial Analyst for CNRC N8 division in the formulation area, I am responsible for the continuity of continued operations for The Navy Recruiting Command. Assisted in maintaining programmatic data databases in order to support command goals and objectives. Analyzes financial and accounting reports to maintain expenditure controls and understand variances. Applies financial administration procedures, regulations, policies, and operating instructions applicable to financial management systems operations. Interprets and applies laws, regulations, policies, standards, or procedures to specific financial issues and analyzes complex legislation, policy and regulatory decisions concerning the formulation/execution of budgets. Develop strategies and initiates action to ensure events occur per approved plans. Evaluate the effects of reducing or expanding the scope of work, or deferring the work and taking actions based on variables that include time and operations. Provides support in areas of program cost analysis, annual/multi-year/long range fiscal planning. Backup for maintain the annual work-plan(s) for Navy Recruiting Command. Applies analytical methods and techniques to assess the effect of budgetary changes and to ensure an organization's funds are not over or under obligated and are spent in a timely manner. Assisted the Comptroller and Deputy Comptroller in identifying and prioritizing mission essential functions. Advises customers and management on financial/budget performance and budget regulations and coordinate corrective actions to resolve financial problems. Provided independent, guidance and support regarding operational and administrative functions. Examines financial estimates/transactions for completeness, accuracy, and conformance with procedures and regulations. Communicate and liaise with NRC fund holders in matters of budget planning and funds execution, consistently demonstrating high customer service

standards and taking steps to establish effective working relationships with both internal and external customers. Represent the command at various conferences and meetings pertaining to policy execution and development for all maintenance programs. Developed a lessons-learn plan for annual financial plans to determine how to properly align funds to ensure mission success and accurate procedures. Created a Desk Guide/Step by Step instructions for Financial Framework Actions.

Utilize accounting software applications (e.g. CARIS, STARS-FL, FASTDATA, Budget Builder, ACCESS) to perform/analyze financial data and financial management analysis for budget formulation and execution.

Established and monitored systems for tracking electronic financial action items to maintain daily expenditure controls like: daily Funds Status Report (FSR). Issue Resource Authorization (RAs) in alignment with NRC Comptroller's FY16-FY17 mission. After Resource Authorizations are released activities are able to pay for the purchase of supplies, lease of vehicles (GSA), execute travel, trainings etc.. I organize/analyze (daily), prepare/coordinate (weekly), issue, present and submit monthly Resource Authorization to all the Navy Recruiting activities. Conduct a detailed review and analysis of the monthly Resource Authorizations and Management Reserve analysis and submit to the Comptroller for approval with 94-96% of work product. I ensure all approved RA's are loaded in FASTDATA with 100% accuracy.

Program Budget Information System (PBIS) and Corporate Automated Resource Tracking System (CARTS): monitor PBIS/CARTS and identify changes to management always tracking and reporting manpower and analysis of utilization trends and their impact on organizational manpower authorizations and expenditures. Financial Frame Work, Chart of Accounts: created, updated and maintain the Financial Frame Work and Chart of Accounts to include the creation of new Job orders/changes and review of JON/Elements/LOA's IAW COA and FASTDATA. On a monthly basis, I prepare/identify/update errors in the Expense Element/Object Class Code report (EEOCC) and send it to the BSO, also I update the End of The Month Report (EOM). Additionally, quarterly or as require by comptroller, I prepare the Pullback Sheet for the senior analysts to adjust quarterly balances.

Maintain financial data to support audit readiness efforts and tracking of financial transactions from inception to final disposition. Ensure all records are maintained indefinitely always verifying the proper chain of custody of any records/documents and storage locations. Evaluated opportunities for improvements; present advice and recommendations for review and implementation to achieve strategic goals and objectives.

Strategic Systems Programs Office SSP

1233 N. Mathilda Avenue
Sunnyvale, CA 94089 US

Program Analyst (This is a federal job)

Supervisor (b)(6)

Okay to contact this Supervisor: (b)(6)

15JUN15 Travel Management Specialist, Comptroller Department. Defense Travel System (DTS), Subject matter expert reviewer and travel coordinator process. Established travel program management plans, operational and interim support plans, performance criteria, supporting data outlining specific funding, processes and other support activities. Support timely DTS customer support to the command, supporting a total of 100 to 120 civilians and military personnel from 6 different divisions ensuring all domestic and international travel arrangements, requirements and processing expenses were met at the lowest possible cost to the

01/2013 - 10/2015

Hours per week: 40

Series: 0343 Pay Plan: GS Grade: 9

government. Created and updated estimated expenses with the actual cost and submit their claim for reimbursement. Help customers to troubleshoot, analyze and resolve complex travel scenarios within the Defense Travel System DTS and global distribution system. Participates in teleconference sessions of functionality within the travel team to assess improvements, develop solutions and provided consultation to personnel in order to resolve problem areas related to contractual support services and any other travel issue. Provided guidelines, policies, and procedures to personnel on JTR contractual requirements. Identifies and analyzes the effect of new or revised Federal Travel Regulations and follow travel management procedures to coincide with such changes.

Establish document routing base on the organization and type of action. Receive, review, and distribute command correspondence, classified material, and route incoming technical engineering documentation. Experience in managing and prioritizing multiple and various assignments in a fast paced; ever-changing environment to smooth the impact on current support operations. Work independently, and as a team player. Work with team members to accomplish specific tasks and meet organizational goals. Independently, I perform special assignments that frequently require searching for and obtaining data, information and documents to get conclusions and making judgments.

04MAY14-15JUN15 Division 20

Assisted in maintaining programmatic data databases in order to support command goals and objectives. Assisted the Technical Director of PMOSSP Flight Systems in identifying and prioritizing mission essential functions. Provided independent, guidance and support regarding operational and administrative functions. Assisted in developing new methods, techniques, and conducted studies to substantiate work processes, functions and program modifications to increase efficiency. Performed human resources assistant work in support of the staffing function for SPF20 Division.

Involved in organizational planning and management, working closely with supervisor engineers to ensure consistency in program operations. Establishes and monitors systems for tracking electronic technical action items, and other time sensitive, secret, and classified documentation like, Waivers and Deviations, Data Item Description (DID's), Memo of Regulation Agreement (MORA's) Special Project Alteration (SPALT's) and Production Assessment Test (PAT's). Evaluated, prepared, and analyzed manpower, administrative, travel budget, and cost studies. Evaluated opportunities for improvements; presented advice and recommendations for review and implementation to achieve strategic goals and objectives. Prepared oral and written reports, presentation and charts that present clearly, concisely and effectively results of evaluations and studies performed. I also utilize databases, spreadsheets, or web-based platforms to analyze/interpret data from different sources to produce reports and briefings for senior leaders/key stakeholders. Coordinated, submit and confirm visit request, access and clearance authorization for escorted and unescorted building access via the visitor center or the Joint Personnel Adjudication System JPAS.

From 27JAN13 - 05May14 Division 10 (Comptroller Department), 20 (Technical Division) and 60 (Logistic Division). Travel assistant subject matter expert, Level 15 reviewer and travel coordinator.

Government Credit Card Holder (GPCC) and ERP user. As a card holder I was responsible for purchasing quality supplies and services at the best possible prices to reduce federal overhead buying products and services at lower cost. Expert in using multiple financial management information systems and software Navy Enterprise Resource Planning (ERP). I perform the entire purchase requisition from start to finish, approving purchase requisitions and creating purchase orders using ERP. Assisted senior logistic specialist in coordinating and identifying near term and long-term program requirements to ensure the weapons systems meet and/or command meet mission objectives. Advised leadership on matter related to travel cost and schedule. Developed logistic strategies and recommended courses of action to provide effective and efficient transportation and travel services

ASD, AVIATION SUPPLY DEPARTMENT**03/2010 - 09/2012**

Naval Base San Diego

Hours per week: 40

Coronado, NORTH ISLAND, CA 00000 US

Series: 0303 Pay Plan: GS Grade: 7**ADMINISTRATIVE SERVICE ASSISTANT (OA)** (This is a federal job)**Supervisor:** (b)(6)**Okay to contact this Supervisor:** (b)(6)

Excellent interpersonal, communications, presentation and customer service skills. Provided budget estimates, cost analysis, cost estimating, cost performance, cost scheduling and financial reports. Provided detailed budget administration quarterly/yearly/or as necessary, admin procedures, Hazmat, Defense Travel System DTS, timekeeping, human resources management, card holder for the Federal Standard Requisitioning and Issue Procedures FEDSTRIP and General Service Administration GSA, supply purchase orders and contracting documents to support acquisitions.

Detailed budget administration/developed budget estimates, cost analysis, cost estimating, cost performance, cost scheduling and financial reports. I prepared, reviewed, and/or evaluated budget estimates to provide detailed budget administration quarterly/yearly or as necessary to the deputy. Analyze spending trends every month ensuring funding allocations and expenditures are approved by tracking and monitoring all obligations and expenditures using Standard Accounting Reporting System-Field Level (STARS-FL) DOC/ACRN inquiry Display report and OPTAR Log. Knowledgeable interpreting financial management regulations of procurement regulations, familiar with generally accepted accounting principles, laws, directives pertaining to financial management, interpretation of budgetary policies and practices and accounting systems. Assist in briefing budget presentations and material for fiscal requirements to the Deputy.

Government Purchase Credit Card GPCC Holder/Procurement, personally supervise and verify each Hazmat purchases from 22 squadrons/commands, totaling 145K to 180K in purchases monthly. Monitor and verify all hazmat procurements to ensure they met existing purchase card requirements and regulations. As Procurement, I tracked the status of the purchases; ensured proper documentation was received for all hazmat items, and validated the accuracy of all monthly hazmat receipts against the bank statements. I routed all hazmat documentation to the Credit Card Manager/Approving Official for final verification and payment certification. I maintain/update our command check book/program "BUDGET OPTAR LOG" prior to sending to the Budget Specialist for obligation submission to Defense Finance and Accounting Service (DFAS). Additionally, I monitor progress of obligations and commitments of our command check book Budget Operating Target (OPTAR) LOG.

Provided timely Defense Travel System DTS customer service support to the command N1, N2 and N3, ensuring all travel requirements were met at the lowest possible cost to the government. Responsible for maintaining all ASD employees profile either gaining or detaching in the Defense Travel System DTS system. Serves as a liaison with the gaining/detaching commands to ensure there are no discrepancies. I am the recognized DTS expert and continually assist personnel with travel orders, travel vouchers, and local vouchers. Knowledge of Agency Program Coordinator (APC) for the Government Travel Card (GTC) program. As a NDEA, I create voucher(s) on behalf of traveler(s) and request traveler to sign it for payment certification. Many of these were complicated and required me to acquire additional guidance and knowledge to ensure the travelers got to their destination and returned with the least inconvenience and in the most cost effective manner with outstanding results, like the Enterprise Resources planning ERP and International Assignment IA orders. Prepared and submitted a bi-weekly SLDCADA report to the Deputy and Administrative Officer to ensure accurate reporting of all personnel's work hours. Review pay problems, also act as the backup timekeeper for the command.

Assist in developing short and long range staffing plans. Performs human resources assistant

work in support of the staffing function. Reviews completed work Assist in personnel resource management, using Defense Civilian Personnel Data System DCPDS in conjunction with TWMS Total Work Force Management Service to prepare and route Requests for Personnel Actions RPAs such as awards, promotions, and retirements. Provided advice and assistance on management-employee relations, recognition, employee counseling and related functions. Act as backup or as needed for the Command Training Manager. Process all Standard Forms 182's. Backup for the vehicle/fleet management team, transportation Division, also perform research to determine reasons for patterns of transaction error and failures. Input screening requests to obtain logistic data on existing issues, projects and supplies.

PSD, PERSONNEL SUPPORT

04/2009 - 03/2010

DETACHMENT

Hours per week: 40

Naval Base Coronado

Series: 0203 Pay Plan: GS Grade: 05

CORONADO, SAN DIEGO, CA 99999 US

HUMAN RESOURCES TECH (This is a federal job)

Supervisor: (b)(6) (b)(6)

Okay to contact this Supervisor:

Provided Human Resources and admin support to the Officer in Charge OIC and Assistant Officer in Charge AOIC of Personnel Support Detachment PSD. Responsible for the Staff Service Records for Military and civilian personnel, administrative reports and Court Memorandum for 89 Commands. Verified and release command messages. Assisted military personnel with processing their citizenship packets in order for them to apply for naturalization.

Reviews completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met. Conducts or provides oversight with orientation sessions with new employees. Performs human resources assistant work in support of the staffing function. Prepared and processed over 30 leave documents a week. Ensured claims were processed within specified timeliness and according to regulatory requirements and prepared written communication to claimants, also tracked claims. Determine cause of discrepancies to resolve complicated pay/allowance problems requiring review of several month/years of pay history and/or application of prior pay laws, regulations, and entitlements. Utilize financial automated systems (e.g., MMPA) to update/correct actions and provide technical information to supervisor and managers.

Verified staff Good Conduct Medal and prepare the certificates for presentation. Expert in Navy Standard Integrated Personnel System (NSIPS) and verifying members' information in Master Military Pay Active Duty (MMPA) computer system. Prepare administrative reports and using automated systems. Provide guidance to supported units on military personnel and pay issues, personnel regulations, policies and guidance's to ensure mission effectiveness. Identify requirements for new policy guidance for existing or new processes based on new changes affecting pay and personnel management. Identify required changes and adjustments to pay and personnel management to ensure accomplishment personnel program goals and objectives. Maintain/Update 80-120 staff records. Legal/Administration Clerk, Process page 6, 7, and 13s for UA/NJP from over 89 Commands.

SEPARATION SECTION 04/09-07/09 Responsible for the processing, tracking, verification, and releasing of all pay and personnel transaction in all aspects of Officer and Enlisted Separation. Preparation of separation packages for Service Members. Conduct pre-separation interviews and provide valuable information to separation personnel, which is very critical to the member's transition from active duty to civilian life. Conduct through evaluation of separating service members enlisted records to aid in the issuance of DD 214's (Official

Discharge Document). Generate separating service members DD 214. Process leaves transactions and loss documents to post to members' separation from the military. Distribution of the DD 214. The DD 214 must be distributed to various entities in a timely contribute to a members disability benefits if they are so entitled. Closing of the Enlisted Service Record. Immediately following a members discharge from the military, the enlisted service record must be forwarded to Naval Personnel Command for archive. Distribution of Medical and Dental Records. Medical and Dental Records are forwarded to Dept of the VA Service Med/Dent Records for archive.

Maintain and update files, directives, automated listing for notices, instructions, publications and reports; maintain miscellaneous files and documents containing information pertinent to all reports and distribute as required within the Department for review and/ or cancellation IAW governing Departmental guidelines.

Navy Exchange, Elizabeth Arden

Naval Base San Diego
San Diego, CA 99999 US

09/2007 - 02/2010

Salary: (b)(6)
Hours per week: 25

Beauty Advisor

Supervisor: (b)(6)
Okay to contact this Supervisor: (b)(6)

Advisor and Sales Representative for Elizabeth Arden beauty products and fragrances promoting treatments and perfumes. Additional responsibilities include ordering and receiving shipments, ensuring items are in stock at all times. Coordinate, and produce a wide variety of marketing products to support the established Elizabeth Arden marketing plans. Ability to prioritize by ensuring customers needs come first. Provided and supported customers with detailed and personalized information concerning our products to include chemical composition, skin care consultations, color match recommendations, makeup artistry and proper use for maximum benefits. Work well independently or as part of a team. Team player, filling in/working long hours when co-workers called in sick. Flexible and a result-oriented professional with solid human relationship skills. Familiar with military and public service lifestyles that include development, relocation and services. Earned recognition from customers for excellent customer service skills and marketing.

Candlelight Apartments

San Diego, Ca
San Diego, CA 99999 US

03/2008 - 05/2009

Hours per week: 40

Assistant Manager

Supervisor: (b)(6)
Okay to contact this Supervisor: (b)(6)

Assistant Manager at Candlelight Apartments complex, directly responsible for 134 units (apartments). Oversee all aspects of managing and marketing the apartments complex. Assisted in the following: Monitored efficient occupant space utilization, energy and water conservation, sustainability and environmental hazards programs, and fire and security protection. Evaluated permanent interiors, furniture, equipment, and the maintenance, repair, cleaning of building structures, and permanent interiors elements. Prepared lessor transition and customer welcome packages. Provides contract administration and lease management services to ensure compliance with the scope, terms, and conditions of the lease. Personally processed and screened prospective applicants. Coordinated and finalized lease agreements.

Assists manager or higher level managers in planning and executing a strategic marketing campaign. Marketing campaign includes branding, publicity, and promotional strategies. Provide advice to managers, owners and employees on internal and external marketing

initiatives and best practices. Design, and tailor marketing and communication materials for military bases in San Diego area.

Provided immediate assistance to tenants, responding to their needs and issues. Collected and processed payments, late notice, assessing late fees, and arranging payment issues. Provided assistance to any public services personnel and civilian in the application to become tenants. Provided incentive, and cash awards for tenant referrals on every successful rental. Conducted guided tours of the property to future tenants. Wrote and provided reports to the Corporate Office on a monthly basis or as needed. Entered data to computer daily. Briefed applicants on rules and regulations including eviction process. Enforced property lease rules and regulation. Responded to off-hours maintenance service request, repairs and other issues.

Accomplishments: Awarded monetary bonuses (up to 40%) for exceeding rental quotas and recognition for consistently demonstrating unsurpassed professionalism, making every effort to enhance the company image. Highly proficient in general office tasks to include Microsoft Office software, work base on the computer and phone daily.

Savon Pharmacy
Temecula, CA US

02/2007 - 07/2007

Salary: (b)(6)

Hours per week: 30

Out window, clerk position

Supervisor: (b)(6)

Okay to contact this Supervisor: (b)(6)

Clerk at Savon Pharmacy, assisted and monitored patients prescriptions and insurance inquiries. Maintained patients' records on the computers, entered medications into system. Oversaw and monitored inventory stocks levels of medical and pharmaceutical supplies, labeled filled prescriptions, and sterilized both equipment and work areas. Ability to multitask and prioritize ensuring that patients safety always came first. Flexible with stressful situations and angry customers with the ability to conserved the calm.

El Paso Independent School District
El Paso, TX US

03/2005 - 12/2006

Salary: (b)(6)

Hours per week: 30

Substitute Teacher

Supervisor: (b)(6)

Okay to contact this Supervisor: (b)(6)

Substitute Teacher, taught elementary school students between the grades of Pre-K through 5th, preparing and implementing the daily educational program. Ability to communicate relate with students of various backgrounds and learning levels. Researched, developed and monitored learning plans and assignments. Assisted in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies. Substituted an average of 4 days per week. Covering a variety of subjects to include math, science and history. Flexible in filling i on a moments notice often substituting at multiple schools on a weekly basis. Ensured the health, safety, welfare and maintained accountability of the children through constant supervision. Vigilant, observing and identifying learning and behavior problems in students and informing teacher/staff of my observations.

Simon Bolivar University
Barranquilla, CO

02/2001 - 09/2002

Salary: (b)(6)

Hours per week: 40

Psychology Instructor, Counselor and HR Specialist

Supervisor: (b)(6)

Okay to contact this Supervisor: (b)(6)

University Professor, taught student nurses in the subjects of human development and sexuality. Oversaw over 720 students at different levels of their nursing program covering all major areas of human sexual development from the fetus to the adult stage of life. Prepared and assigned students to various internship programs to work along side professional nurses at different hospitals and clinics. Administered the state certification exams that recognized the students as registered nurses. The most rewarding aspect of this job was developing the student's knowledge and confidence to work as a state registered nurse. Counselor, advised students on academic and personal issues that geared to the success of their educational goals. Human Resource Specialist, counseling applicants' teachers on career opportunities and explaining application and hiring procedures. Conducted employee orientation and reviewed personnel actions, rules, policies and procedures. Analyzed job application materials, determining whether candidates met minimum qualifications. Administered oral and written test, evaluating the candidates' competency, intelligence level, career skills, and leadership abilities. Entered results into a computer program which scored each candidate's specified levels. Based on the results, top candidates would be interviewed prior to my final review and selection. Generated all the required administrative paperwork, physical exams and drug tests prior to the candidates' receiving their position's minimum 6-month contract, renewable every 6-months based on performance evaluations.

seguridad atlas
Barranquilla, CO

02/2001 - 08/2001
Hours per week: 25

Human Resources Specialist, selection and evaluation

Supervisor: (b)(6)

Okay to contact this Supervisor: (b)(6)

Human Resources Specialist, evaluated and selected eligible candidates to work as security guards for local schools, banks and businesses requiring our services. Administered anxiety, personality, career skills, leadership and drug tests for each candidate. Conducted employee orientation, reviewed personnel actions, rules, policies and procedures, and provided instructions on the proper wear of uniforms. Outlined general regulations associated with their security duties included an extensive background check not only for criminal records also for drugs abuse along with others for all the eligible candidates.

Education: Webster University SAN DIEGO, CA US

Master's Degree 06/2012

GPA: (b)(6) of a maximum 4.00

Relevant Coursework, Licenses and Certifications:

De Mier-Ruben, Ana Cecilia

Academic Record

Graduate Program Management and Leadership

(b)(6)

(b)(6)



GPA (b)(6)

ACT-Now El Paso, TX US
Technical or Occupational Certificate 07/2005

Major: Teacher certificatin Program

Metropolitan University Barranquilla CO
Bachelor's Degree 03/2001

Credits Earned: N/A Semester hours

Major: Psychology

Relevant Coursework, Licenses and Certifications:

Accredit by Josef Silny & Associates, Ins., International Education Consultants (JS&A), member of the National Association of Credential Evaluation Services (NACES), NAFSA: Association of International Educators, and the American Translators Association (ATA).

Job Related TRAININGS

Training:

DTS AO, NDEA training 5/2015

Card Holder, Credit Card training 4/2012

Green Belt 03/09/2012

Lean Six Sigma Yellow Belt 09/21/2011

Lean Six Sigma White Belt 09/16/2011

Naval Correspondance Manual and Contemporary Navy 06/28/11

Labor Relations for managers and supervisors 03/02/2011

Advanced Acrobat 8.0 Training 02/15/11

Intro Acrobat 8.0 Training 12/08/10

SLDCADA Training 6/22/2010
 Card Holder, Credit Card training 7/1/2010
 Purchase Card WinSALTS Cardholder 03/23/2010
 Purchase Card CitiDirect Approving Official 03/19/2010
 Purchase Card Head of Activity 03/19/2010

CCR training U.S. Citizenship Training, Command Citizenship Representative, Southwest Region San Diego, 03 hours, 2009.

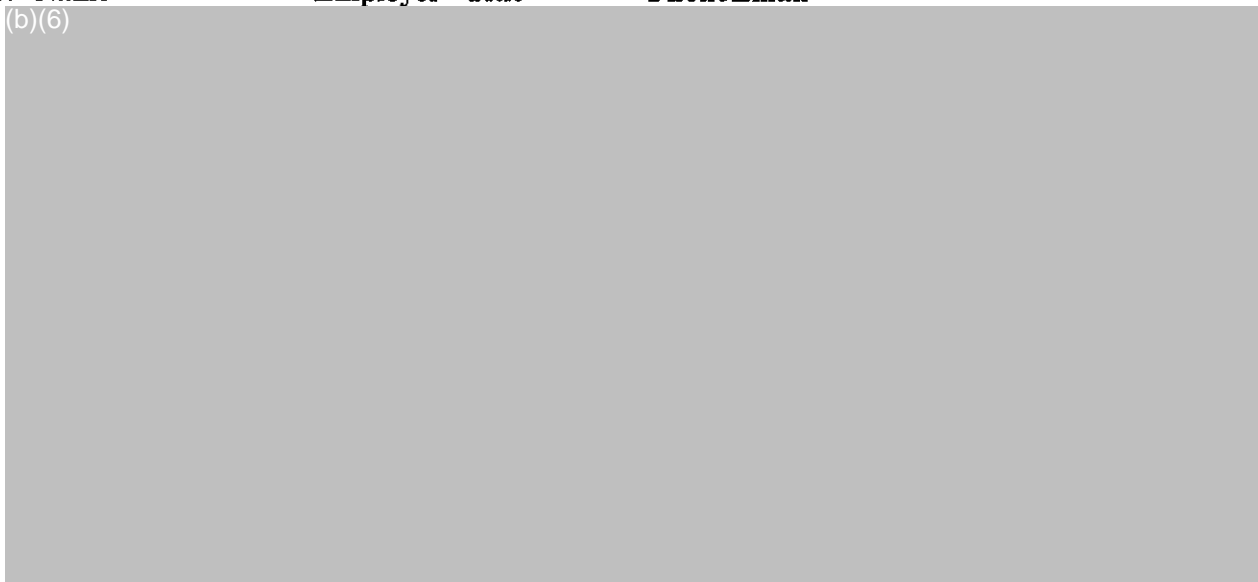
Microsoft Word, 2003 El Paso Ind. School District
 Microsoft Excel, 2003 El Paso Ind. School District

Language Skills:	Language Spanish	Spoken Advanced	Written Advanced	Read Advanced
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Affiliations:

References:	Name	Employer	Title	Phone	Email
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(b)(6)



() indicates professional reference

Additional Information:

(b)(6)

HONORS
 2011 Civilian of the Quarter 3er and 4th
 2008 1st Quarter Top Leasing Sales in Company (5 Properties)
 2007 Special Recognition-Elizabeth Arden Award
 1999 Leadership Award
 1998 Best Department Award
 1997 Special Recognition for the best SALES IN ONE YEAR
 Microsoft Word, Microsoft Excel and Power Point
 Type 40+WPM



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

170005

N8

02 March 2017

FROM: Comptroller

TO: (b)(6) N8B

SUBJ: APPOINTMENT AS SELECTION ADVISORY BOARD CHAIRPERSON

REF: (a) BUPERS GUIDE TO CIVILIAN HIRING OF APRIL 2015

1. I hereby appoint you as the Selection Advisory Board (SAB) N8 chairperson and voting member for two GS-0501-12 positions in N8 (certificate #s RE-17-YNN-35057S0 & RE-17-YNN-35055S0).

2. The SAB is tentatively planned to be comprised of the following personnel but could change based on availability:

(b)(6) COMNAVRESFOR-N82)
(b)(6) (NETC-N82)
(b)(6) (NRC-N81)

3. All panel members shall familiarize themselves with reference (a). The SAB is to consider job related factors in determining the candidate (s) considered "best qualified" for the vacant position. The Human Resources Office will provide guidance to the SAB for the job related grading criteria to be used in the selection process. The criteria used will be fully documented and fairly impartially applied to all candidates. All board recommendations are to be submitted in writing.

(b)(6)

Selecting Official



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FINANCIAL MANAGEMENT ANALYST

BUREAU OF NAVAL PERSONNEL

Agency Contact Information

2 vacancies in the following location:

📍 Millington, TN

Work Schedule is Full Time - Permanent

Opened Wednesday 2/8/2017

(-5 day(s) ago)

🕒 Closes Tuesday 2/14/2017

(11 day(s) away)

Salary Range

\$72,168.00 to \$93,821.00 / Per Year

Series & Grade

GS-0501-12/12

Promotion Potential

12.

Supervisory Status

No

Who May Apply

Current Permanent Civilian Federal Employees within the Department of the Navy (Navy and Marine Corps); Veterans Employment Opportunity Act (VEOA); Reinstatement Eligibles; Individuals w/Disabilities, DoD Interchange Agreements; ICTAP eligible

Control Number

463757400

Job Announcement Number

SE70501-12-1909307MD582163



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Job Overview**Summary**

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. Department of the Navy provides competitive salaries, comprehensive benefits, and extensive professional development and training. From pipefitters to accountants, scientists to engineers, doctors to nurses-the careers and opportunities to make a difference are endless. Civilian careers-where purpose and patriotism unite!

The selectee for this position serves as a FINANCIAL MANAGEMENT ANALYST in the Comptroller Department of the Navy Recruiting Command.

Duties

- Conducts training to personnel on budget processes, procedures and requirements.
- Performs cost-benefit analyses to compare operating programs and explore alternative financial methods.
- Develops financial plans to align funds to ensure mission success.

- Examines budget estimates for completeness, accuracy and conformance with procedures and regulations.
- Summarizes budgets to submit for approval or disapproval of funds requests.

Travel Required

- Not Required

Relocation Authorized

- Yes
- Relocation expenses i.e. PCS or relocation incentives as described in 5 USC 5753 may be authorized in accordance with applicable travel regulations, command policy and available command funding.

Job Requirements

Additional Information

How to Apply

Required Documents



Print



Share

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Department of the Navy

Bureau of Naval Personnel

Navy Recruiting Command

Contact

DON Employment Info Center EIC

Phone: 8003784559

TDD: 858-577-5723

Email : DONEIC@NAVY.MIL

Address

66715 Navy Recruiting Command

Navy Recruiting Command

Millington

TN

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USAJOBS is a United States Office of Personnel Management website.



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FINANCIAL MANAGEMENT ANALYST

Vacancy ID: 1909307 Announcement Number: SE70501-12-1909307MD582163 USAJOBS Control Number: 463757400

Occupational/Assessment Questions:

Please accurately identify your level of experience and demonstrated capability when completing this questionnaire as your responses, resume and supporting documents will be reviewed for accuracy. You will be asked at the end of this questionnaire to certify your entire application as true and accurate.

The following section is used to determine your eligibility for appointment and referral consideration. Please indicate those eligibilities for which you are eligible and would like to be considered. You will only be considered under eligibilities that you select and provide requested supporting information either below or within your resume. If you do not meet at least one of the eligibilities below, you are not eligible to be considered for this position. For additional information, definitions and supporting documentation requirements see the list of appointing eligibilities listed at http://www.secnavy.navy.mil/donhr/Documents/CivilianJobs/ApplicantChecklist_Merit.pdf. Please note that documentation (e.g., SF-50s or DD-214s) will be requested if you are selected to verify your eligibility.

1. Current Department of the Navy Civilian Employee - I am currently employed in the Department of the Navy (Navy or Marine Corps) as a permanent career or career-conditional (Tenure 1 or 2 in box 24 of SF-50) employee in the competitive service (SF-50 will show a 1 in box 34), or, I am currently on a permanent Veterans' Recruitment Appointment (VRA) (SF-50 will show a 2 in box 34) in Department of the Navy. **Note: Your resume MUST include your position title, pay plan, series, grade level, agency worked for and dates of employment for all applicable federal work experiences.**

A. Yes

B. Not applicable, OR I do not wish to be considered under this eligibility.

2. Active Duty Service Member (ADSM) - I am an active duty service member with a statement of service showing that I expect to be honorably discharged or released no later than 120 days after submitting my application. I understand that I will be ineligible for consideration if my statement of service is not submitted with my application or it shows an expected discharge or release date greater than 120 days after being submitted with my application.

A. Yes

B. No, OR, I do not wish to be considered for this eligibility

3. Veterans Employment Opportunity Act (VEOA) - I am a veteran who served substantially 3 or more years of continuous active duty in the military - OR - I am a preference eligible; AND I was discharged under honorable conditions. For Veterans' Preference eligibility requirements visit <http://www.fedshirevets.gov/job/vetpref/index.aspx>.

NOTE: If you are an active duty service member you are not eligible for consideration under this authority. Refer to the active duty service member question for consideration.

NOTE: Ensure that you have answered all applicable veterans' questions in both the Eligibility Information and Other Information sections of this questionnaire.

A. Yes

B. Not applicable, OR I do not wish to be considered under this eligibility.

4. Reinstatement - I was formerly employed as a permanent federal civilian employee (Tenure 1 or 2 in block 24 of your SF-50) in the competitive service (SF-50 will show a 1 in block 34) who 1) previously attained career status - OR- 2) is a Veterans' preference eligible and served at least one day as a career conditional employee - OR - 3) separated from civil service as a career-conditional employee within the past three years. I am NOT a current permanent competitive service federal employee. **Note: Your resume MUST include a work experience with position title, pay plan, series, grade level, agency worked for and dates of employment that supports previous federal employment and your reinstatement eligibility.**

A. Yes

B. Not applicable, OR I do not wish to be considered under this eligibility.

5. Schedule A, Appointment of People with Disabilities - I have a physical or mental impairment that substantially limits one or more major life activities and have documentation in the form of letters, records or statements issued from a licensed medical professional, vocational rehabilitation specialist or other Federal or State agency that issues disability benefits.

A. Yes

B. Not applicable, OR I do not wish to be considered under this eligibility.

6. Interchange Agreement - I am currently on a permanent appointment in the federal service with a Federal agency that has an Interchange Agreement with the U.S. Office of Personnel Management, or with a federal agency covered under other special appointing authorities or agreements (for example NAFI or Army Air Force Exchange Services (AAFES), TSA, FAA, etc.). For a complete list go to http://www.opm.gov/hr_practitioners/lawsregulations/appointingauthorities/index.asp#InterchangeAgreementsWithOtherMeritSystems. **Note: Your resume MUST include at least one experience statement that includes your position title, pay plan (or equivalent), series, grade level, agency worked for and dates of employment to support your interchange eligibility.**

A. Yes

B. Not applicable, OR I do not wish to be considered under this eligibility.

7. Annuitant - I am currently receiving an annuity for service as a federal civil servant. If selected, I would be serving as a re-employed annuitant.

A. Yes

B. No

8. Interagency Career Transition Assistance Plan (ICTAP) - I am a current or former federal employee displaced from a position in a Non-DoD federal agency (e.g., IRS, VA, Dept of Labor, etc.) in the same local commuting area of the vacancy. I have a current (or last) performance rating of record of at least fully successful or the equivalent. Applicants eligible under ICTAP are provided priority selection for vacancies within the local commuting area for which they apply and are well qualified. **NOTE: If you indicate "yes" for**

this statement, you must submit copies of the appropriate documentation, such as a reduction in force (RIF) separation notice, SF-50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area. You must also submit documentation to reflect your current (or last) performance rating of record.

- A. Yes
- B. Not applicable, OR I do not wish to be considered under this eligibility.

9. PPP Military Spouse - I am registered in the DoD Priority Placement Program (PPP) Military Spouse Preference Program (Program S) for the series, grade and location covered by this announcement.

- A. Yes
- B. Not applicable

Minimum Qualifications

1. Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform FINANCIAL MANAGEMENT ANALYST work at the GS-12 grade level or equivalent pay band in the Federal Service.

A. I have at least one year of specialized experience equivalent to the GS-11 level in the Federal Service performing the following duties: 1) Prepares budget reports to submit to leadership; 2) Utilizes financial systems to capture data; 3) Resolves financial issues by determining alternate solutions to problems; and 4) Provides guidance to personnel on budget policies and procedures. NOTE: This information must be supported in your resume to be considered for the position.

B. I do not have the experience as described above.

KNOWLEDGE OF BUDGET MANAGEMENT

For the following questions, please choose the statement from the list below that best describes your experience and/or training as it relates to your ability to perform the work of this position.

A- I have no education, training or experience in performing this task.

B- I have had education or training in performing this task, but have not yet performed it on the job.

C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D- I have performed this task as a regular part of the job. I have performed it independently and normally without review by a supervisor or senior employee.

E- I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in this task because of my expertise.

2. Adjusts budget in accordance with program changes.

3. Conducts training to personnel on budget processes, procedures and requirements.

4. Summarizes budgets to submit for approval or disapproval of funds requests.

5. Formulates budget in accordance to the organization's mission and objectives.

PLANNING AND EVALUATING

6. Assesses the effects of budgetary regulations and procedures to determine impact on business operations.

7. Performs cost-benefit analyses to compare operating programs and explore alternative financial methods.

8. Examines budget estimates for completeness, accuracy and conformance with procedures and regulations.

9. Analyzes budgeting and accounting report to maintain expenditure control.

KNOWLEDGE OF FINANCIAL MANAGEMENT

10. Analyzes financial data to make recommendations to leadership.

11. Reviews financial requests to ensure funds are available in budget.

12. Interprets financial regulations and directives to communicate information to personnel.

13. Develops financial plans to align funds to ensure mission success.

DON Certification Statement

14. Your ratings in this Occupational Questionnaire are subject to evaluation and verification based on the documents and references you submit. Deliberate attempts to falsify or inflate your responses may be grounds for not referring you.

Please respond to each question accurately and ensure your answers are supported by your resume. Failure to agree to the statement below will disqualify you from further consideration for the position.

A. Yes, I verify that I will respond with answers to this questionnaire that are true and accurate. I accept that if my supporting documentation does not support one or more of my responses to the questionnaire that my application may be rated lower and/or I may be removed from further consideration.

B. No. I do not accept this agreement and/or I no longer wish to be considered for this position.

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested Recruit/Fill		2. Request Number 17JANSEMDNV226715582163	
3. For Additional Information Call (Name and Telephone Number) (b)(6)		4. Proposed Effective Date	
5. Action Requested By (Name, Title, Signature, and Request Date) (b)(6) LEAD HUMAN RESOURCES SPECIALIST 01-12-2017		6. Action Authorized By (Name, Title, Signature, and Concurrence Date) (b)(6) LEAD HUMAN RESOURCES SPECIALIST 01-12-2017	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) NO FIRST NAME NMN		2. Social Security Number	3. Date of Birth	4. Effective Date
--	--	---------------------------	------------------	-------------------

FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number						15. TO: Position Title and Number									
8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary/Award	21. Pay Basis				
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization									

EMPLOYEE DATA

23. Veterans Preference				24. Tenure		25. Agency Use		26. Veterans Preference for RIF							
1 - None		3 - 10-Point/Disability		5 - 10-Point/Other		0 - None		2 - Conditional		1 - YES		2 - NO			
2 - 5-Point		4 - 10-Point/Compensable		6 - 10-Point/Compensable/30%		1 - Permanent		3 - Indefinite							
27. FEGLI				28. Annuitant Indicator				29. Pay Rate Determinant							
30. Retirement Plan				31. Service Comp. Date (Leave)				32. Work Schedule				33. Part-Time Hours Per Biweekly Pay Period			

POSITION DATA

34. Position Occupied		35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status	
1 - Competitive Service		3 - SES General		E - Exempt			
2 - Excepted Service		4 - SES Career Reserved		N - Nonexempt			
38. Duty Station Code				39. Duty Station (City - County - State or Overseas Location)			

40. Agency Data		41.	42.	43.	44.		
45. Educational Level		46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship	50. Veterans Status	51. Supervisory Status
					1-USA 8-Other		

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function		Initials/Signature		Date		Office/Function		Initials/Signature		Date	
A.		(b)(6)		01-18-2017		D.					
B.						E.					
C.						F.					
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.						Signature			Approval Date		

Notepad Content

Date: 18-JAN-2017

This is a Re-recruit RPA# 499280 (VIN: 1817808) **ATTN:(b)(6)******

**Recruit/Fill for a Financial Management Analyst, GS-0501-12 position located at Navy Recruiting Command, Millington, TN (2 Vacancies) TFMMS
BIN# 1274326 BSC# 81220**

Duty Station Code: 471660157

Duty Station: Millington/Shelby/Tennessee

UIC-Org Code-Cost Cntr: 66715-N81-G145

Payroll Off ID: CH

Bargaining Unit Status: 7777

FLSA Category: Exempt

Telework Indicator Code: NE001

Supervisor Name: (b)(6) **Position/Sequence:** 14435/1358133

**21 Oct 2016 Funds certified available by the Comptroller of the organization and request for personnel action has been approved by BUPERS-05,
(b)(6) Director, Total Force HR Office.**

Position is a non-critical sensitive (NCS) National Security Risk, Incumbent needs to be able to obtain a favorable adjudication for a "Secret Clearance".

Specialist Requirements: This is a Financial Management Level "Two" Certified position per the National Defense Authorization Act (NDAA) 2012, Section 1599d. This certification level must be achieved within prescribed timelines.

Line of Progression: N/A

Forward Certificate to:

Sel Official: (b)(6)

Alt Official: (b)(6)

BUPERS HRO: (b)(6)

FMA Interview Questions

GS-0501-12

1. Provide an overview of your current position with level of responsibility. What are your professional/career goals?
2. Can you tell us your most significant professional achievements over the last 2 years? How do these achievements fit into your professional/career goals?
3. Tell us about your experience in financial management, budget development, and budget execution and analysis.
4. Please describe and rate your experience – Basic, Intermediate or Expert – working with financial management and budgeting systems (e.g. STARS, Budget Builder, etc.).
5. Please describe and rate your experience – Basic, Intermediate or Expert – working with software applications (MS Excel, Access and PowerPoint).
6. Describe the factors you might consider in formulating a budget.
FOLLOW ON QUESTION: How about before approving a funding document?
7. Describe your experience in auditing AND internal controls programs?
8. Tell me about the worst mistake you have ever made at work. How did you notify your supervisor of the mistake? How did you correct it?

9. Why should we hire you over the other candidates?

10. Is there anything we have not covered that you would like to discuss at this point?

Scoring: 10 Points per Question
10=Exceed Expectations
5=Met Expectations
1=Below Expectations

Question	Score
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
TOTAL	

NOTES

Essential Task Statements

Organization Name: Navy Recruiting Command-HQ	Date: TBD
PD # 14384	PP-Series-Grade: GS-0501-12
Title: Financial Management Analyst	
Source Information (PD, Classification Standard): Position Description	

Instructions: Using information about the position being filled (e.g. position description, old crediting plans, classification standards), provide the HRSC-SE with 7-15 task statements that are essential to the position. These task statements should be behavioral and concise, and only consist of one discreet action. If the source of any of the task statements is SME input, please provide the name and title of that SME in the Source Information block above. For additional guidance in writing task statements, consult the handout "Common Pitfalls in Item Writing."

Formula for writing task statements:

Perform *WHAT?* + to *WHOM/WHAT?* + to produce *WHAT* or *WHY* or *HOW?*

Example:

Sort + incoming mail + into groups for distribution

#	Task Statement
1	Direct the preparation of regular and special budget reports.
2	Analyze monthly department budgeting and accounting report to maintain expenditure controls.
3	Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.
4	Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
5	Summarize budgets and submit recommendations for the approval or disapproval of funds requests.
6	Consult with managers and peers to ensure that budget adjustments are made in accordance with program changes.
7	Perform cost-benefit analyses to compare operating programs, review financial requests, or explore alternative financing methods.
8	Develop annual financial plans to determine how to properly align funds to ensure mission success

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. 14384	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other		3. Service <input type="checkbox"/> Regular <input type="checkbox"/> Field		4. Employing Office Location		5. Duty Station	
6. Explanation (Show any positions replaced) Standard position description per 14 from Richard Greco, 28 February 2006-06-28		7. Pay Later Standard Not <input checked="" type="checkbox"/> Example <input type="checkbox"/> Variation/Ampt		8. Financial Statements Requested <input type="checkbox"/> Estimated Personnel <input type="checkbox"/> Employment and Financial Statements		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position L <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Other		12. Sensitivity <input type="checkbox"/> 1 Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 Managerial Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Classification Level Code A4L9	
14. Agency Use							
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code / Grade	
2. U.S. Office of Personnel Management							
1. Department, Agency or Establishment							
2. Second Level Review							
4. First Level Review		Financial Management Analyst		GS		0501 12 Ag 5/06	
5. Recommended by Supervisor of Initiating Office							
16. Organizational title of Position (if different from official title) Navy Financial Management Analyst				17. Name of Employee (if second, specify)			
18. Department, Agency, or Establishment Navy				a. Third Subdivision			
a. First Subdivision				c. Fourth Subdivision			
b. Second Subdivision				d. Fifth Subdivision			
19. Employee Review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (Optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that this position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointments and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.				2. Typed Name and Title of Immediate Supervisor			
Signature [Redacted]				Signature [Redacted]			
21. Classification/Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in accordance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position			
(b)(6) Office of Civilian Human Resources Department of Navy				Information for Employees: The standards and information on your application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature JSH				Date 3 May 2006			
23. Position Review		Initials		Date		Initials	
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks							

Special Requirements: This is a Financial Management Level 2 Certified position per the National Defense Authorization Act (NDAA) 2012, Section 1599d. This certification level must be achieved within prescribed timelines.

66715

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input checked="" type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Active <input type="checkbox"/> Field		4. Employing Office Location Navy Recruiting		5. Duty Station Millington, TN		6. OPM Certification No. 14384	
Explanation (Show any positions replaced) NSPS Transition		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) SES (CR)	
		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Critical <input type="checkbox"/> 3-Noncritical <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code A-1-9 A-1-9		14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Financial Mgmt Analyst	GS	0501	12	lt	06/21/10
e. Recommended by Supervisor or Initiating Office	Financial Management Analyst	GS	0501	12	lt	06-3-10
16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)				

18. Department, Agency, or Establishment Navy Recruiting Command		c. Third Subdivision	
a. First Subdivision N8, Comptroller Department		d. Fourth Subdivision	
b. Second Subdivision		e. Fifth Subdivision	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

21. Signature of Supervisor (b)(6) Director, Human Resources Department		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Date 6/4/10		Signature Date	

22. Position Classification Standards Used in Classifying/Grading Position
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Signature of Employee (b)(6) HR SPECIALIST (Mass)		Date 06/11/10	
a. Employee (optional)		b. Supervisor	
c. Classifier		d. Remarks	

Special Requirements: This is a financial Management Level 2 Certified position per the National Defense Authorization Act (NDAA) 2012, Section 1599d. This certification level must be achieved within prescribed timelines. 08 11-14

**** IAW NSPS to GS Transition-Guidance, this reactivates, no change in classification. ****

Financial Management Community
Standard Generic Position Description
GS-0501-12

Introduction:

The Financial Management Community recognizes the expanded scope and variety of work currently performed and the evolving requirements of the future and has aligned the occupational series into fewer, broader series. This alignment acknowledges the breadth of knowledge and skills required to accomplish the financial management mission of the Department.

This is a standard generic position description to be used by throughout the Financial Management Community at various duty locations. This position description describes the various duties and responsibilities of clerical and technical in support of accounting, budget, and other related financial management work.

Major Duties and Responsibilities:

Incumbents of this position may perform one or a combination of two or more of the following types of work:

Performs or advises on work in any of the phases or systems of budget administration. The work is concerned with the performance of functions such as: formulation of budget and cost estimates to support plans, programs, and activities, including presenting and defending budget estimates before authorities, review and evaluate budget requests, control, and reporting of obligations and expenditures. Work may include development, determination, and interpretation of budgetary policies and practices.

Work includes analyzing and recommending costs and benefits of alternative methods of financial management of organization's programs and administrative operations; implementing legal and regulatory controls over approved budgets; and providing advice on effective and efficient methods for the acquisition and use of funds to support the organization's programs and activities.

A variety of other fiscal, accounting, or financial management duties and responsibilities may also be performed by incumbents of this position. Below are a few examples of such work. This is not all inclusive so other financial management related work may be performed depending on the needs of the organization.

(NOTE: If the work is classifiable to the GS-0505, Financial Management, GS-0510 Accounting or GS-0511, Auditing series, it must be classified as such and will not be included in this standard generic position description.)

Knowledge Required:

Comprehensive, detailed knowledge and understanding of budgetary policies, precedents, procedures, and regulations. Detailed intensive knowledge of policies, precedents, goals, objectives, regulations, and guidelines of a functional area. Intensive knowledge of administrative and financial management systems. Skill in identifying, analyzing and resolving a range of budgetary problems such as development of alternative methods of funding; formulation of budget estimates for programs in which funding requirements have changed significantly. A high degree of skill in analytical reasoning, ability to apply skill to the identification, analysis and conceptualization of budgetary problems and development of alternative solutions is required.

Supervisory Controls:

Works under general supervision and guidance. The supervisor provides information concerning overall budget and/or financial objectives to be achieved. Incumbent operates with a high degree of independence in carrying out budgetary and financial management responsibilities. Incumbent keeps the supervisor informed of actions that may have substantial impact on other work areas. Completed work is reviewed for conformance to policies, procedures, and regulations.

Guidelines:

Guidelines and policies typically are scarce, very general in nature, pertain to routine issues, and present a number of principles and standards that may apply. Employee routinely must develop specific objectives and devise new methods, techniques, and criteria.

Complexity:

Work consists of performing a variety of analytical, technical, and administrative work for substantive programs and support activities. Programs and funding are unstable and subject to change throughout the year. Employee assists program managers and staff officials in interpreting the impact of and planning for financial/budgetary and program changes. The presence of conflicting program and financial data make it difficult to identify reliable data.

Scope and Effect:

Work involves executing modifications to systems, programs, and/or operations and establishes criteria and other means to assess, investigate, or analyze a variety of unusual problems and conditions. Work involves a wide range of agency activities, or the operations of other agencies.

Personal Contacts and Purpose of Contacts:

Contacts are with executives, official, managers, and professionals and employee of other agencies and outside organizations. Contacts are not routine or recurring. Purpose of contacts is to influence motivate, interrogate, or control persons/groups when there is wide disagreement. Persons may be fearful or uncooperative.

Physical Demands:

Work is principally sedentary. No special physical demands are required.

Work Environment:

Work involves normal risks and discomforts associate with an office environment.

*Special Requirements: This is a Financial Management Level 2 Certified position per the National Defense Authorization Act (NDAA) 2012, Section 1599d. This certification level must be achieved within prescribed timelines.

NRC N8, GS-501-12

Major Duty #1: Internal Financial Reviews

Leads, participates, and/or conducts financial surveys, reviews, assessments, and evaluations of Navy and Navy Recruiting Command (NRC) financial management policies, processes, procedures and systems at the headquarters, field, and operating force levels; reviews, analyzes, and interprets various financial documents and reports; and develops improvement, solutions, or corrective action measures for resolving financial management issues.

Major Duty #2: Communication (oral and written)

This position is responsible for advising management on recommended solutions to financial management, accounting, and reporting problems. Coordinate corrective actions to resolve financial problems identified during surveys, reviews, assessments, and evaluations of Chief financial Officer's Act financial statements and sustainment processes and procedures; and provide an official report to Navy Recruiting Command leadership on recommendations to improve financial reporting, financial statement content, and financial management operations. And, also Represents Navy Recruiting Command in meeting with the Chief of Naval Personnel (CNP) Comptroller and Audit team, Department of the Navy (DON), Assistant Secretary of the Navy (Financial Management and Comptroller (ASN(FM&C))), and Office of Financial Operations in meeting with the Government Accountability Office (GAO), Office of the Under Secretary of Defense (Comptroller) (USD(C)), Defense Finance and Accounting Service (DFAS), Department of Defense (DoD) audit organizations, and professional accounting organizations on financial accounting matters and at meetings on NRC and DoN-wide financial management projects to ensure NRC and DoN concerns are fully addressed during the development and implementation process.

Major Duty #3: Financial Execution and Accounting Procedures

Perform professional work requiring the application of accounting, budgeting and manpower principles theories, concepts and practices to ensure that financial management, manpower and accounting systems produce accurate results and meet legal and regulatory requirements. Researching and investigating new or improved business and financial management practices to determine the impact on program operations. Additionally, position is responsible for conducting independent research, policy analysis, and recommended improvements to existing fiscal and accounting policies.

Candidate Resume Scoresheet for (NRC N8/FMA/GS-0501-12)

Names	SAB Member #1	SAB Member #2	SAB Member #3	Total	Avg
(b)(6)		(b)(5)			(b)(5)
Green, Cassandra (b)(6)					